



INFORMATION OFFICER III, C.E.A. CALIFORNIA COASTAL COMMISSION DEPARTMENTAL PROMOTIONAL EXAMINATION

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CALIFORNIA STATE GOVERNMENT - AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FILING CUT-OFF DATE: Applications must be postmarked or received in the Human Resources Office by 5pm on Tuesday, June 2, 2015. Applications postmarked, personally delivered or received via interoffice mail or facsimile after that date will not be accepted for this examination.

EXAMINATION DATES: TBD

QUALIFICATION APPRAISAL INTERVIEW: When scheduled, will be held in San Francisco.

WHO MAY APPLY: This is a promotional examination. Applicants (1) must have a permanent civil service appointment with the California Coastal Commission as of the final filing date; OR (2) must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR (3) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR (4) must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. If applying under Government Code § 18991, please include documentation of retirement or honorable discharge from the United States Military with your application.

HOW TO APPLY:

Applications may be filed in person, via email or regular mail with:

Human Resources Office
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219

Or by FAX: (415) 904-5482 or (415) 904-5400

Put the title of the examination in the section of the State Application (Form 678) titled: EXAMINATION(S) or JOB TITLE(S).

SUBMIT THE STATE APPLICATION (FORM 678) ONLY TO THE ADDRESS INDICATED ABOVE.

If you have a disability and need special testing arrangements, mark the appropriate box in Question #2 of the State Application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE: \$7,252 - \$8,234 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Experience:

Either

1. One year of experience in the California state service with responsibility for coordinating, planning, directing or managing a complex information and public affairs program, in a class with a responsibility not less than Information Officer II

Or

2. Three years with similar responsibilities in a class with a level of responsibility not less than Information Officer I

Or

3. Broad and extensive (more than five years) experience in managing and directing a comprehensive information program. And Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION: The Information Officer III, C.E.A. will be delegated full responsibility for all aspects of the agency's Public Information Program. The duties of the Information Officer III, C.E.A. include, but are not limited to, identifying and developing communication strategies for newsworthy actions and activities; researching, writing and disseminating press releases, Public Service Announcements (PSA), and other informational materials; recognizing and responding to situations of high public interest value that involve or implicate the Commission; preparing, reviewing and editing agency publications for the general public; building and maintaining strong working relationships with members of the press, stakeholder groups and public agency colleagues; preparing and/or making presentations to the Commission and/or interest groups; developing the Commission's presence on social media.

The Information Officer III, C.E.A. will report directly to the Executive Director and the Chief Deputy Director, who rely upon the incumbent for advice on good public relations consistent with overall agency goals; develops special channels for earning public or specific group support; may appear as the agency spokesperson before large groups.

EXAMINATION INFORMATION

Qualifications Appraisal Interview

Weighted 100.00%.

In order to obtain a position on the eligible list, a minimum of 70% must be attained in the examination. This examination will consist of a qualifications appraisal interview.

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Methods used to determine needs for public information and education;
2. Techniques of preparing, producing and disseminating information, utilizing all major media of communication;
3. Principles and techniques of establishing and maintaining good public relations;
4. California State Government;
5. Principles of public administration; and
6. Principles of effective supervision.

B. Ability to:

1. Organize and direct a statewide program of public information and education;
2. Write effectively; analyze data; supervise the work of an information staff;
3. Simulate interest in an agency's program and secure the cooperation of diverse groups in conducting that program;
4. Develop agency-wide objectives and policy; and
5. Understand and effectively carry out State and departmental equal employment opportunity policies.

Failure to appear for the qualifications appraisal interview will result in disqualification.

Veterans' preference credits will not be granted.

ELIGIBLE LIST INFORMATION:

A candidate may not compete more than once in a 12-month testing period for this examination. The eligible list will be used to fill positions with the California Coastal Commission. Candidate's list eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Coastal Commission Human Office **two weeks** after the final filing date if he/she has not received a progress notice.

Applications are available at the State Personnel Board, the California Department of Human Resources (CalHR), the California Coastal Commission and the Employment Development Department. Applications may also be obtained via the California Coastal Commission Internet website at www.coastal.ca.gov.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The **California Coastal Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Examination interviews will be held at California Coastal Commission.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete

under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others: assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Release Date: May 18, 2015

CALIFORNIA COASTAL COMMISSION
Human Resources Office
45 Fremont Street, Suite 1930
San Francisco, CA. 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

Assistance for the Hearing Impaired can be accessed by dialing 711

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.